



REALTY SERVICES 101



The Many Roles of a Realty Specialist

- Space manager
- Assignment and utilization specialist
- Space planner
- Leasing specialist
- Contracting officer

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New challenges:

Global Real Estate Market

Real Estate as Securities

- Real Estate Investment Trust REIT
- Credit Tenant Leases

Security in Today's World

- Insurance Issues
- Interagency Security Committee (ISC)

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New Considerations:

- Seismic requirements
- Green Leases
- Leadership in Energy and Environmental Design (LEED)
- Workplace 20/20
- Design excellence
- Challenges with Federal workforce reductions

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Realty Project Managers

- GSA is investing in our Realty Project Managers
- Certification program
- Master's Certificate in Project Management

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Realty Project Managers

- Increase capacity by use of contractors
- Manage projects
- Focus on customer relationships
- Strategic planning with client agencies
- Take advantage of market opportunities
- Consistent services region to region

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Acquiring Space Overview

GSA's GOAL:

- **Capture Client's Needs that are critical to the mission and success**
- **Confirm requirements that address how you define success**
- **Develop and present solution options**
- **Document the solution**
- **Deliver as promised**

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SPACE SOLUTIONS

- **Federal Building**
- **Leased Building**
- **Build-to-Suit Lease**
- **Extension**
- **Succeeding Lease**
- **Superseding Lease**
- **Expansions**

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PHASES OF THE LEASE ACQUISITION PROCESS

- **Agency Budget Notification**
- **Identify Requirement**
- **Pre-Solicitation**
- **Space Procurement**
- **Build-Out**
- **Occupancy**
- **Contract Management**

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AGENCY BUDGET NOTIFICATION

- **Budget Estimate at 24 months**
- **Draft Occupancy Agreement at 18 Months**

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ACQUISITION PLANS

Project schedules for Agencies may include:

- **Project Schedule**
- **Time line identifying critical milestones**
- **Updated regular basis**

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LOCATION ISSUES

Must comply with:

Executive Order 12072

Rural Development Act

When defining the Boundaries:

- **Size of Marketplace**
- **Contiguous**
- **Definite Geographical Boundaries**
- **Setbacks**

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PRE-SOLICITATION ACTIVITIES

Market Survey

Participants:

GSA, the Client Agency and the Broker

Purpose:

- To Determine if and where competition exists.
- Is the Delineated Area Adequate?
- Can the requirements be met?

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SPACE PROCUREMENT

Award Activities:

- Agency approves Solicitation
- Offers Received and Evaluated
- Occupancy Agreement Updated
- Lease Awarded

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Build-Out

Post Award Activities:

- Fire/Life Safety Review
- Accessibility Review
- Compliance with Requirements Review.
- Agency approves Design Intent Drawings

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CONSTRUCTION MANAGEMENT

Design Phase:

- Value Engineering
- Constructability Reviews

Construction Phase:

- Inspection and Quality Assurance
- Contract Administration
- Document Changes
- Track Project Schedule

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OCCUPANCY ACTIVITIES:

- Project Schedule
- Construction Meetings
- Frequent Communication
- Space Acceptance
- Move in

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MOVE CONSIDERATIONS:

Budgeting for:

- Move costs
- Telecommunication costs
- Furniture
- Consider a move coordinator

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CONTRACT MANAGEMENT

Expansions
Reductions
New Requirements
Insuring Lease Requirements

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NATIONAL BROKER PROGRAM GOALS

GSA partnering with 4 National Real Estate firms.

Results:

- Monetary benefits.
- Consistent contract administration.
- Consistent service delivery
- All regions using the same contracts and contractors
- Less duplication of effort.

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NATIONAL BROKER ADVANTAGES

- Leverage our leased inventory of 165 million SF
- Brokers each serving all regions
- 1 year firm term and 4, one-year options
- No minimum guarantee
 - “No cost” contracts
 - Agencies receive commission credits in the form of rental adjustments

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NATIONAL BROKER ADVANTAGES

Contractor Performance Standards will include:

- Quality of services
- Leasing rates negotiated within leasing measures at/or below market
- Meeting schedules
- Small Business Subcontracting Goals

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RESPONSIBILITIES

- GSA Contracting Officer makes final decisions
- GSA is the point of contact to the Client
- Broker is a resource

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- Jones Lang LaSalle Americas, Inc.
- Julien J. Studley, Inc.
- The Staubach Company
- Trammell Crow Company

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